

## **Nominating Committee**

### **Actual Duties of Officers:**

The following are some insights from past year's Music Booster Officers on the skills that most helped them in their positions, the time commitment that was experienced and some thoughts for improvements over the coming years. It should be noted that each Executive Board establishes its own working relationships, committees, etc. Next year's team could allocate the work differently among the offices or establish more committees and delegate more of the work to others. Within the scope of the bylaws, it is up to the officers to decide how the work is allocated.

### **President –**

#### **Skills**

**Interpersonal Skills.** The lifeblood of the organization is the people who participate in the events and functions. The President has to work well with everyone, without exception, in order to keep the organization running smoothly. The President must field complaints in such way as to be receptive and responsive, but also diffuse any potential discord. The President must work with the music department staff, the custodial staff, and the administration in a positive way to keep the organization in good favor. The President must be prepared to deal with freshman parents to give them information, comfort, reassurance. At the same time, the President must be capable of working with veterans who are very familiar with booster operations.

**Public Speaking.** The President must preside over monthly general membership meetings as well as exceptional board meetings. The President's public speaking ability will be reflected in the success of these meetings, and ultimately affects attendance. Further, the President must be prepared to emcee concerts and awards ceremonies. As the face of the organization, it is critical that the President be comfortable speaking to crowds of several hundred people.

**Follow-through.** The music department staff turns to the President with issues, needs, and instructions, and expects that the President will respond with closure on each. It is vital that the staff trust the President, and this trust will be largely predicated on the President's demonstrated ability to follow-through to conclusion. Follow-through is also important to foster confidence and trust on the executive board and within the general membership.

#### **Time Commitment**

Typically 10 – 20 hours per month on the following activities of the President but individually could spend much more time supporting the Music Boosters.

Notable activities:

Monthly booster meetings: planning and preparing the agenda and any other materials, arriving for the meeting early, hosting the meeting, holding wrap up discussions afterwards. This tends to be about 4 hours each month.

Events: the current President made a point of attending every event during the year, helping with setup, staying for the duration of the event, and helping to clean up.

Emails and phone calls: a few hours every month. Usually speak with the directors weekly, and exchange emails with the executive board several times each month. Expect phone calls from the general membership, and other school organizations.

Executive Board meetings: when they happen, they usually take 3-4 hours. They don't happen every month, but rather 4-5 times per year.

Music Booster Breakfasts: meet with other Howard County High School Music Booster Presidents to exchange ideas and learn from each other.

**Recommendations**

Establish more formal control over committees, and make them more accountable for their activities. Reinforce that business be conducted through the appropriate committee, never outside the committee.

The President should make a very clear distinction between activities as President and activities as a parent who is involved in the program.

## **Vice President –**

### **Skills**

Commitment - This four person team will not be as strong if one of the officers is not willing to contribute. Attending all of the Booster meetings is essential as well as Executive board meetings. These executive board meetings are very important during the months preceding the school year; financial plans are developed here. Attend all the music events possible!

Ability to work with a team - Divide up the work and support each other.

Leadership - Be willing to make decisions for the good of the organization. Express your opinions and reach consensus. Recruit volunteers to divide up the work load. Motivate the membership.

### **Time Commitment**

Typically 8 – 10 hours per month on average throughout the year. This includes attending meetings, communicating through email and phone calls, and assisting others on budgets, plans, etc. The fall season is busier with Marching Band activities, and June and July are important for planning purposes. This estimate is for Booster business only; participating in and enjoying the Music Department events is not included here.

### **Recommendations**

The Vice President has no direct responsibilities other than filling in for the President, as stated in the by-laws. The President and Vice President should agree on specific areas the Vice President should focus. This year the focus was on improving communication with the members of the music boosters. This resulted in a well-organized email service and website. Continued emphasis on this communication is important to the organization in the future. It is important for a person holding this office to support not only the President but the Treasurer as well. Stand in for the President on occasion and help the Treasurer. Figuring out a financial plan for the year is a big responsibility and the Vice President can help here.

## **Secretary –**

### **Skills**

Attention to details is a very desirable trait because of the very nature of this job – the minutes require precision.

Must like to write - there are minutes to write every month plus a department article for the Gator Gazette and occasional articles for the local columns in the local newspapers.

Must be fairly visible around the music department and be aware of what is going on because all of this information must be relayed in the Gator Gazette article.

### **Time Commitment**

Typically 5-7 hours per month plus any activities or special meetings that are going on. There are 2-2 ½ hours of meetings each month, minutes are another 1-2 hours plus copy time, the Gator Gazette article is another 1-2 hours. There might be another meeting during the month to discuss situations in the department (ex. Spring trip details, budget specifics, etc.) that might run 2-3 hours. There is a yearly budget meeting over the summer and that runs maybe 4-5 hours. Officers should be at all music functions early to make sure things are running smoothly and to help out if necessary.

### **Recommendations**

It is important for nominees to understand that the officers have been very visible over the last two years and this has helped the music department with parent involvement. Future officers should realize that this job is not a one-day a month responsibility.

## **Treasurer –**

### **Skills**

Bookkeeping/Accounting Skills  
Being organized to meet the regular time commitment required  
Knowledge of Quicken and Quick Books Accounting software  
Able to see through the numbers to understand the overall achievement of the goals of the music boosters

### **Time Commitment**

Typically 40 hours per month but could be more depending on the month. In general from the beginning of the school year and the winter holiday break, the primary focus is on setting up student accounts and collecting fees. From January until the spring trip date, the larger time commitment is focused on accounting for the many fundraising activities and updating student account balances. The other spike is at the end of each month to prepare the financial report for the monthly meeting and balancing the checkbook. During peak times (setting up next years budget, spring trip budget, preparing tax returns) and following a fundraising activity, these times can be doubled.

### **Major Activities:**

1. Work with fundraising chairperson on collecting and accounting for fundraising activities
2. Plan budget for spring trip and school year
3. Update and manage student accounts
4. Communicate with music teachers/directors and Board of Directors
5. Monitor collections of student invoices
6. Pay bills and balance checkbook
7. Make regular and timely deposits
8. Create and present monthly report
9. Prepare tax returns

### **Recommendations**

Coordinate with Fundraising chairs up front to discuss procedures and reporting formats.

Divide the job of treasurer into two parts – 1) the elected Board member who performs typical treasurer duties involving handling of money and 2) Student Accounts manager who does the data entry and monitors student accounts. A husband/wife team is ideal for this.